

SELMA CITY SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES



Date _____

School facility to be used _____

Actual performance date(s) and time of day to be used _____

1. Application for use of School Board facilities must be made through the Superintendent's office at least two weeks prior to requested date of use.
2. An application must be on file for each date a facility is requested for use.
3. Party using Board of Education facilities must have a liability insurance policy on file at the Superintendent's office or must submit same at time application is made. The liability insurance purchased by renting party must be a minimum of a \$100,000.00 / \$300,000.00 individual / aggregate.
4. Use of facilities for other than school-sponsored functions must be approved by the Superintendent.
5. A School Board employee must be on duty during the period of time a facility is in use.
6. Rental fee does not include custodial services. The cost of custodial services must be paid by the renting party at the time the facility is rented.
7. A deposit in the amount of \$250 for potential damages must be made at the time facility is rented. This deposit will be refunded within ten days after use of facility if no damage is found upon inspection.
8. The services of one (1) lighting technician are included in the rental fee. If additional technical services are required, the renting party will be responsible for the additional expense.
9. Rental fee includes use of facility for one (1) rehearsal which must end by 10:00 p.m.
10. A minimum of two security guards must be on duty during any performance. Security services are not included in the rental fee and must be paid by the renting party.

The name of the security agency or persons who will be on duty must be on file at the City School Board Office at least one week prior to any performance.
11. School Board facilities must be closed by 12:00 midnight.
12. All School Board facilities are NO SMOKING buildings.
13. No food or drink are allowed inside School Board facilities.

Date _____

Signature of Applicant _____

WALTER - James TULLIE - Duane WILSON - Thomas